



## **Solicitation Information**

30 May 03

**LOI #: Continuous Recruitment # CR - 3**

**TITLE: Recruitment and Training of Foster Care Families - DCYF**

**Submission Deadline: Continuous Recruitment**

<b>PRE-BID/ PROPOSAL CONFERENCE: Yes    Date: 10 June 03    Time: 2:45 PM</b> <b>Mandatory : No</b> <b>Location: Department of Administration / Division of Purchases, 2<sup>nd</sup> floor (Bid Room), One Capitol Hill, Providence, RI</b>
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Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **9 June 03 at 12:00 Noon (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

<b>SURETY REQUIRED: No</b>
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<b>BOND REQUIRED: No</b>
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**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
**[www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

**Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## REQUEST FOR LETTERS OF INTEREST

The Department of Administration on behalf of the Department of Department of Children, Youth and Families is soliciting participation from Agencies who wish to provide licensed and approved foster care families and/or foster care services for adolescents in the Department's care who require out of home placement.

Agencies will be required to recruit, home study, and train foster families who will provide care for adolescents ages 13-17, male and female. The intent of this solicitation is whenever possible to provide foster care supports in each adolescent's home community.

Multi-agency collaborations are strongly encouraged, however a Lead Agency must be designated that has the capacity to provide coordination of collaborative partners, act as fiscal agent, and provide oversight activities and service provision. It is expected that recruitment processes for foster families will mirror the cultural mix and home school location of the youth to be served to the extent possible.

Agencies will be applying for inclusion on Provider Lists for three distinct categories of foster care. The Provider Lists are not mutually exclusive; one provider can be on one, two, or three lists. The three Provider Lists include the following:

1. One Provider List will be established that will approve agencies to recruit, home study, and train foster homes that will be managed and supported by the Department. *A one time payment of \$2000 will made to the Provider when the foster home is licensed and has received at least one (1) placement.*
2. A second Provider List will be established that will approve agencies to recruit, home study, and train emergency foster homes that will remain under their day to day management for supervision, professional support and management. Agencies must develop Emergency Foster Homes that can provide a stable environment for adolescents for a maximum of thirty (30) days of placement. Lead agencies applying for inclusion on this Provider List must possess a Child Placing License, have experience in provision of foster care services, and have operated in Rhode Island continuously for a period of three (3) years. Payment to the Provider will be negotiated with each Provider based upon information submitted.
3. A third Provider List will be established that will approve agencies to recruit, home study, and train transitional foster homes that will remain under their day to day management for supervision, professional support and management. Agencies must develop Transitional Foster Homes that can provide a stable environment for difficult to place adolescents for a maximum of ninety (90) days and complete assessments of their placement needs. Assessments include contact with youth's biological family. Lead Agencies applying for inclusion on this Provider List must possess a Child Placing License, have experience in provision of foster care services, and have

operated in Rhode Island continuously for a period of three (3) years. Payment to the Provider will be negotiated with each Provider based upon information submitted.

In order to be considered for the Provider Lists, Lead Agencies must:

- ◆ *Demonstrate expertise in foster care recruitment, home study and training;*
- ◆ *Demonstrate a knowledge of community resources and partners;*
- ◆ *Accept the payment structures established by the Department;*
- ◆ *Agree to recruit, home study, and train families in an approved curriculum and comply with approved home study format;*
- ◆ *Participate in foster care initiatives associated with the Department;.*
- ◆ *Demonstrate a commitment to cultural competence in the areas of recruitment, training, and supervision; and*
- ◆ *Agree to focus services state-wide or only on certain geographical areas within the state.*

## **ELIGIBILITY**

Any non profit organization can be approved for the Provider List to recruit, home study and train foster families to be retained by the Department. One (1) lead agency must have the capacity to supervise all networks and collaboration activities.

Any non-profit organization that is a Licensed Child Placing Agency is eligible to be approved for the Agency based Emergency and Transitional Foster Home Provider Lists. The licensed agency must be the lead agency for any networks or collaborations developed for inclusion on the Provider Lists for agency based foster care services.

A copy of the application packet will be posted on line at the Division of Purchases or may be obtained by calling in person at the Department of Administration, One Capitol Hill Place, Division of Purchasing, Providence, Rhode Island during normal working hours of 8:30- 4:00 Monday - Friday; requests by mail or telephone will not be honored. This is a **continuing recruitment process** and the Department of Children, Youth and Families will authorize inclusion on the Lists for as many Lead Agencies as deemed necessary to meet the State's needs.

An informational meeting will be conducted on June 10, 2003 from 2:45-4:00 p.m. at the Department Administration, One Capitol Hill Place, Providence Rhode Island, 02908 conference room. Individuals requesting services for the hearing impaired must notify Relay Rhode Island at 1-800-745 -5555 forty eight hours in advance of the conference date.

**This is a continual recruitment process. At the end of each month, the Division of Purchases will forward all applications received to the Department of Children, Youth, & Families for review and evaluation.**

DCYF will, after review, inform the Division of Purchases of all qualified applicants and also inform the Division of Purchases of all applicants who failed to attain the minimum qualifications

score. These evaluations will be made public to all interested parties. The Division of Purchases will create, add to, and maintain this list (s) of qualified Foster Family Recruiters / Trainers.

Responses **(an original plus five (5) copies )** should be mailed or hand-delivered in a sealed envelope marked “**CR-3 – Foster Family Recruitment & Training** “ to:

**By Courier:**

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

**By Mail:**

**R.I. Department of Administration  
Division of Purchases  
P.O. Box 6528  
Providence, RI 02940-6528**

The State does not discriminate on the basis of race, color, national origin or handicap in the provision of services.

Jay G. Lindgren, Jr.  
Director  
Department of Children,  
Youth and Families

Donald Carcieri  
Governor  
State of Rhode Island

## **PURCHASE OF SERVICES FOSTER CARE RECRUITMENT FOR ADOLESCENTS**

### **OVERVIEW OF PROGRAM**

This fee for service model is designed to implement an incentive based program to recruit, home study, train, and support families to foster male and female adolescents ages 13-17. This model is outcome driven and enables agencies and organizations to collaborate to develop foster families. The Department will establish approved Provider Lists, that are derived through an established review process.

Providers will conduct recruitment activities which will attract foster families who are interested in adolescents who meet the criteria established.

Although multi-agency collaborations are strongly encouraged, a lead agency must be designated that has the capacity to provide home studies and training. The Lead agency will be responsible for subcontracting any component of service obtained from collaborative partners and will be responsible for ensuring quality of subcontracted services.

Three separate and distinct programs are being sought through this letter of interest.

1. The first Provider List will approve agencies to recruit, study and train foster families who will be turned over to the Department at the point of licensing and incorporated into the Department's existing foster care system, as specialized foster homes for adolescents.
2. The second Provider List to be established will permit agencies to recruit, train and study foster families to provide **emergency** foster care services for adolescents; these foster families will remain under the day to day management of the private agency provider for placement, support and guidance. The intent of this solicitation is to provide foster care supports in each adolescent's home community. Therefore, it is expected that recruitment processes for foster families will mirror the cultural mix and home school location of the youth to be served. Providers of emergency foster care will be required to provide reports to the Department based upon observation of youth's adjustment and behaviors during placement that will be utilized in the development of a placement plan.
3. The third Provider List to be established will permit agencies to recruit, train and study foster families to provide **transitional** foster care services for adolescents; these foster families will remain under the day to day management of the private agency provider for placement, support and guidance. The intent of this solicitation is to provide foster care supports in each adolescent's home community for a period of ninety (90) days. Transitional homes will be required to generate a report outlining the youths behaviors during placement. Additionally, the lead agency will conduct an assessment with the youth including contact with their biological families that will be utilized by the Department in the long range development of a placement plan.

## **Target Population**

The target population for all three provider lists is male and female adolescents ages 13 - 17 who may have challenging and disruptive behaviors.

## **REQUIREMENTS FOR ALL FOSTER PARENTS**

Foster Parents must minimally comply with the application process identified by the Department which includes completion of the following tasks:

### **Application and Physician's Reference**

Foster care application and Physician's Reference form (Attachment II and III)

Each adult applicant in the home must complete a Physician's Reference Form.

### **Attorney General's Office Clearance (Attachment IV)**

Names and Birth dates of the applicant(s) and members of the household age 18 years and older are cleared through the Department of the Attorney General, Division of Criminal Identification, to determine if they have been convicted of any crimes involving persons, children, weapons, or illegal substance abuse. Foster parent applicants will need to be fingerprinted through their local or State Police department in order for a national criminal clearance to be completed

### **Department of Children Youth and Families Clearance (Attachment V)**

Names and birth dates of all members of the household and their children are cleared through DCYF records to determine if there has been any involvement with the Department through substantiated incidents of child abuse, neglect, or Juvenile Corrections.

### **Home Study ( Attachment VI)**

A home study will be conducted to assess the care and support each applicant will be able to provide to an adolescent foster child. The home study must include but is not limited to the following information:

Identifying Data (Name/ maiden name-children-adults in the home)

Address

Religious Affiliation

Motivation to care for children

Current and prior marriages/significant relationships

Parenting Experience (including developmental/behavioral problems and course of action)

Family Background (Including a description of relationships with Mother, Father and Siblings)

Education

Health (Physical and Emotional)

Use of Drugs, Alcohol, Tobacco

Military and Employment History

Housing (Type home, owned/rental, number of rooms, number of bedrooms, number of bathrooms)

Sleeping arrangements (Identify where Foster Child will sleep)

Finances

Attitudes regarding interaction with Biological parents

Safety issues

Ownership of firearms, accessibility to children safety locks and ammunition stored separately .

Ownership of a swimming pool (safety fencing in place)

Description of animals ( discussion of rabies shots and licensing)

Attitudes regarding Issues of loss and Separation

## **Training**

A training curriculum that has been **approved** by the Department must be completed. before a foster care license can be issued. The training module must minimally address the following core areas:

Introduction to Foster Care (Explanation regarding the role of the social worker, CASA, Educational Advocate)  
Family systems  
Cultural Diversity  
Issues of Abuse, Neglect and/or sexual abuse  
Importance of Biological Family to both Foster and Adoptive Children  
Issues of Separation and Loss  
Child and Adolescent Development ( normal and impaired)  
Attachment  
Parenting Issues - Discipline  
Permanency Planning (Placement, Reunification, Visitation, Case Planning)  
Child Protective Investigations  
Foster Parent Regulations  
Resource Information including available support programs, Life Skills Program, educational assistance, youth conferences, and teen grants.

Additional information targeting parenting the adolescent and how adolescent issues might effect the foster child or be manifested in his/her behaviors needs to be provided to foster care applicants. Training should include but not be limited to the following:

Family Systems: rules, values, roles  
Understanding the experience of adolescents in the child welfare system  
Preparation for successful transition to adulthood  
Adolescent health and sexuality  
Substance abuse  
Communication  
Crisis intervention  
Responding to anger  
De-escalation and stabilization of crisis

**Ongoing training in issues relating to parenting adolescents should be provided as a support service for foster parents.**

## **Fire Inspection**

A fire inspection by a DCYF Fire Inspector will be conducted to ensure compliance with the fire code in accordance with Rhode Island General Law.

## **1. FOSTER HOMES RETAINED BY THE DEPARTMENT**

The first Provider List will approve agencies to recruit, study and train foster families who will be turned over to the Department at the point of licensing and incorporated into the Department's existing foster care system as specialized foster homes for adolescents. A one time payment of \$2000 will be made to the Provider agency when the foster home is licensed and has received at least one (1) placement.

The foster homes that remain under the Department's management will have access to support / crisis intervention services to maintain the placements. These services will include but not be

limited to twenty four (24) hour / seven (7) day a week telephone consultation or on site intervention with the family and/or adolescent. These services will be provided by the Department.

### **Population**

The target population, as described earlier, is adolescents ages 13 - 17, male and female, who may have challenging and/or disruptive behaviors

### **Referrals**

All placements will be at the discretion of the Department's Placement Unit located in the Division of Behavior Health and Education and/or Child Protective Services. Placement referrals may be made to the home twenty four (24) hours per day, seven (7) days per week.

### **Roles and Responsibilities**

The Department will agree to provide the following:

Provide payments on a monthly basis based upon an agreed upon special daily rate of \$50 (per child) for this target population, unless another rate has been determined appropriate pursuant to Department policies, rules, and regulations.

Provide for the prevailing clothing allowance three times a year.

Pay the costs for authorized and emergency medical and dental services and medication directly to physicians, hospitals, pharmacies, or other medical service providers in accordance with the medical plan to be maintained by the Department.

Provide foster parent and/or agency with sufficient knowledge of the background and needs of the child so that he/she may provide effective care.

Develop a case plan for the child and involve the foster parent(s) in the future planning for the child to the extent feasible.

Not remove the child from the foster home without written notice consistent with policy, except when the child is in physical or psychological danger in the placement; removal has been ordered by a Court of appropriate jurisdiction; the return of the child) has been demanded by a parent(s) or guardian(s) in accordance with the terms of a voluntary agreement and/or statute; or the foster parent(s) has agreed in writing to waive the provisions of this paragraph.

Provide the child and the foster family with necessary casework service to include, but not limited to the following:

regular and consistent visitation to the home of the foster family and with the child;

necessary support services in the case of emergencies dealing with the child to include the provision of the CANTS Hotline 1-800-RICHILD;



maintenance of medical coverage and arrange medical treatment when appropriate in cooperation with the foster parent(s);

an initial clothing voucher when necessary pursuant to the Department's policy on initial and subsequent clothing allowance;

arrange visitations scheduled with the natural parent(s) in cooperation with the foster parent(s).

In addition to those casework services provided by the Department, foster parent(s) may avail him/herself of community resources and other specialized services for the child in his/her care with prior planning and approval of the Department.

The foster parent(s) agrees to abide by the following terms and conditions recognizing that the Department has the primary legal responsibility and authority for the planning for the child in accordance with Court orders or agreements between natural parent(s) and the Department. The foster parent(s) and agency agree to adhere to the following:

Provide room, board, adequate clothing, socialization, nurturing, preventive and on-going medical care and appropriate discipline for the child placed in his/her care and to maintain the general physical standard of the home so as to meet continuing licensing standards.

Strive to increase their knowledge and ability to care for the child by participating in appropriate training and education.

Accompany the child to school conferences, medical appointments, and related health services based on overall planning with Departmental staff.

Maintain the confidentiality of all information given to them by the Department about the child's family. Will not permit the photographing and/or the exposure to any media contacts whereby the child or the child's family might be recognized.

In no instance will the foster parent inflict corporal punishment upon a child placed in his/her home by the Department. The infliction of corporal punishment may result in the immediate removal of said child placed by the Department, as well as the revocation of any and all licenses issued by the Department which permit the placement or boarding of a child in the home. Additionally, it is the foster parent's responsibility to immediately notify the Department of all alleged cases of abuse and neglect in accordance with the Department's policy and procedure.

Encourage contact with the child's natural parents unless said contacts are the subject of a Court order and/or otherwise not in accordance with the child's case plan as determined by the Department.

Afford reasonable rights of access at all times to the agents of the Department; afford immediate access to the home in all cases for the purpose of investigation of abuse or neglect and relinquish the child when the Department determines that it is in the child's best interest.

Will not proceed to effectuate the adoption of any child placed in his/her care by the Department without prior consultation and written approval of the Department.

Will not make alternative living arrangements for the child in State or out of State. Nor shall foster parent take the child out of state for more than twenty-four (24) hours period without notifying and receiving the approval of the Department.

Notify the Department of any significant changes in the child's health and/or behavior.

Notify the Department if a child runs away or is absent from the home without permission.

Under no circumstances will foster parents accept monetary contributions from the natural parents and will notify the Department of all gifts, including clothing, that the natural parents provide for the child. Foster parents will not accept reimbursement for room and board from a foster child except on a planned basis with the knowledge and approval of the Department.

Give written notice consistent with policy of the requested removal of a child in his/her care unless an alternative plan has been agreed to by the Department.

Continue to conform to Department and State regulations dealing with licensing and certification.

Notify the Department's Family Resource Supervisor immediately of any changes in living arrangements of any individuals in the household.

Failure to comply with any of these provisions may result in immediate termination and revocation of any license for boarding children. Any difference or dispute between the parties with respect to interpretation, application, or violation of any of the provisions of this Agreement will be the subject of an administrative appeal process for review.

## **2.A. EMERGENCY FOSTER HOMES RETAINED BY PRIVATE AGENCY PROVIDER**

Emergency foster homes will be recruited to accept placements for a period of one (1) through thirty (30) days. Homes will accept only those adolescents who are defined within the targeted population (refer to definition of targeted population). The emergency foster homes' primary goal is to provide short term stabilization and assessment. Emergency homes must receive specialized training and additional agency support services to maintain placements. Emergency foster care training would be intensive and would include but not be limited to behavior management techniques, crisis defusing, and special needs/behaviors of the adolescent population. Agency support teams must be available to foster families on a twenty-four (24) hours a day / seven (7) days a week basis. Teams should include but not be limited to Behavior Management Specialists and Clinical Social Workers, who will respond to the foster home as appropriate or provide consultation. Homes must be regionally and culturally consistent with the targeted population. New homes will be initially licensed for one child, consistent with Department practice.

Foster Parents, in conjunction with the Agency, will provide the Department with observational assessments and reports regarding the child's behavior, strengths and weaknesses.

Emergency Foster Care is designed to stabilize and observe the adolescent and to work with the DCYF worker for more permanent placement solutions.

### **Referrals**

Referrals to the Private Agency based foster homes will be at the discretion of the Department's Placement Unit located in the Division of Behavioral Health and Education or Child Protective Services. Referrals will be made to the designated Private Agency Coordinator and the Private Agency will identify an available foster home within their network. The Private Agency will be responsible for notifying their foster homes of pending placements. Placement and contact information will be generated from the Department to the Private Agency to convey to the foster home. Referrals may be made twenty four (24) hours per day/ seven (7) days per week. The Agency must accept all referrals or contact the Department's Designee to discuss the conditions for acceptance.

### **Population**

The target population, as described earlier, is adolescents ages 13 - 17, male and female, who may have challenging and disruptive behaviors.

### **Roles and Responsibilities**

Private Agencies must comply with the child placing licensing policies and regulations when developing their network of foster homes. Private Agencies must develop a boarding home agreement or contract that outlines the roles and responsibility of both the private agency and the foster parents.

The Department will agree to pay the Private Agency Provider a negotiated per diem rate to maintain the adolescent in a private agency foster home. Included in the daily rate is the board rate plus agency support services that may include but not be limited twenty-four (24) hours per day / seven (7) days per week telephone or in home consultation services by designated staff; respite care within their network of homes; and ongoing supervision, support and training, and required reports.

### **Behavior Management**

Private Agency based foster homes must have specialized training in behavior management. Foster families may administer discipline in accordance with all Department Policies and State Laws. Private Agency based foster homes must have training that includes but is not limited to anger management control; crisis defusing; and parenting adolescents.

### **Report Writing**

Foster parents, in collaboration with the private agency staff, must complete a report outlining the adolescent's behaviors as observed in the foster home. The report will identify strengths and weaknesses observed by the foster parents in respect to the adolescent's adaptation to placement; impulse control; ability to interact with peers; and ability to conform to rules and environmental setting. The report format and list of observable behaviors will be developed by the Department. This report will be used as a tool when matching youth for longer term placement alternatives.

## **Termination**

In the event that an adolescent's behavior causes his placement to become jeopardized, notification by the Private Agency Provider to the Department's Primary Service Worker is necessary. The Provider must document the private agency's interventions with the foster family and adolescent to prevent the placement disruption. If the disruptive behavior is persistent, the Private Agency must provide ten (10) days notice to the Department's Primary Service Worker that the youth must be discharged from the placement. The Primary Service Worker can request a conference three (3) days after receipt of the termination notice. If, after the conference, the issues cannot be resolved the Department will make alternate arrangements for placement of the adolescent.

## **2.B. TRANSITIONAL FOSTER HOMES RETAINED BY PRIVATE AGENCY PROVIDER**

Foster homes will be recruited by agencies to provide services to the target population of adolescents. Transitional foster homes will be utilized for a maximum of ninety (90) days. Foster families will receive a specialized training program that will address behavior management, crisis diffusion and information specific to adolescent behaviors. The foster parents will have access to Private Agency support services which will minimally include a Behavioral Specialist and Clinical Social Worker. Support services will be available both in-home during a crisis and for general consultation on a twenty-four (24) hours per day / seven (7) days per week basis. Transitional foster homes will be required to perform a strength based assessment of the youth by a licensed MSW. The assessment must include contact with the biological family whenever appropriate. Family centered practice should be incorporated into the assessment process. The foster parent, in conjunction with the Private Agency staff, will provide a report on the youth's observed behaviors (strengths and weaknesses) and school performance. Foster parent, private agency staff, and youth will work collaboratively with the Department's Primary Service Worker to identify the permanency plan for the youth placed in the foster home. Foster homes will be initially licensed for one (1) child for the first year consistent with the Department's practice.

## **Referrals**

Referrals to the Private Agency based transitional foster homes will be at the discretion of the Department's Placement Unit located in the Division of Behavioral Health and Education or Child Protective Services. Referrals will be made to the designated Private Agency Coordinator and the Agency will identify an available foster home within their network. The Private Agency will be responsible for notifying their foster homes of pending placements. Placement and contact information will be generated from the Department to the Private Agency to convey to the foster home. Referrals may be made twenty four (24) hours per day/ seven (7) days per week. The Agency must accept all referrals for placement or contact a Department Designee to outline special conditions for acceptance.

## **Population**

The target population, as described earlier, is adolescents ages 13 - 17, male and female, who may have challenging and disruptive behaviors.

## **Roles and Responsibilities**

Private Agencies must comply with the child placing licensing policies and regulations when developing their network of foster homes. Private Agencies must develop a boarding home

agreement or contract that outlines the roles and responsibility of both the private agency and the foster parents. The Department will agree to pay the Private Agency Provider a negotiated per diem rate to maintain the adolescent in a private agency transitional foster home. Included in the daily rate is the board rate plus agency support services that may include but not be limited twenty-four (24) hours per day / seven (7) days per week telephone or in home consultation services by designated staff; respite care within their network of homes; and ongoing supervision, support and training, and required assessments and reports.

### **Behavior Management**

Private Agency based transitional foster homes must have specialized training in behavior management. Foster families may administer discipline in accordance with all Department Policies and State Laws. Private Agency based foster homes must have training that includes but is not limited to anger management control; crisis defusing; a parenting adolescents.

### **Assessment**

Within thirty days of placement in a transitional foster home, an Assessment of the adolescent will be initiated by a licensed MSW level Social Worker. The assessment must include but is not limited to the following:

- I. A description of the current level of functioning of the youth in foster placement;*
- II. A social history and family history, including current relationships with birth family members and current visitation;*
- III. Any psychological , psychiatric or other behavioral / mental health issues exhibited or reported;*
  - *Educational adjustment; and*
  - *Adjustment to foster home setting.*

### **Report Writing**

Foster parents, in collaboration with the private agency staff, must complete a report outlining the adolescent's behaviors as observed in the transitional foster home. The report will identify strengths and weaknesses observed by the foster parents in respect to the adolescent's adaptation to placement; impulse control; ability to interact with peers; and ability to conform to rules and environmental setting. The report format and list of observable behaviors will be developed by the Department. This report, in conjunction with the required assessment, will be used as a tool when matching youth for longer term placement alternatives.

### **Termination**

In the event that an adolescent's behavior causes his placement to become jeopardized, notification by the Private Agency Provider to the Department Primary Service Worker is necessary. The Provider must document the private agency's interventions with the foster family and adolescent to prevent disruption. If the disruptive behavior is persistent, the Private Agency must provide ten (10) days notice to the Department's Primary Service Worker that the youth must be discharged from the placement. The Primary Service Worker can request a conference three (3) days after receipt of the termination notice. If after the conference the issues cannot be resolved, the Department will make alternate arrangements for placement of the adolescent.

## Technical Proposal

### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). *This is a requirement only of the selected vendor (s).*
- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award (s) has been made.

## **PROGRAM DESCRIPTION**

This Letter of Interest is published to solicit agencies to recruit, study and train foster parents to provide homes for adolescents, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us)). Agencies will be applying for inclusion on the Provider List for three distinct categories of foster care. The three Provider Lists include the following:

1. Recruitment, home studies and training of foster parents who will be included in the Department's pool of homes;
2. Recruitment, home studies and training of foster parents who will be maintained and supported by the private agency and provide care for a maximum of thirty days as Emergency Foster Homes. Agency staff and foster parents are expected to provide the Department with a report outlining the child's behaviors that will assist in determining a long term placement plan for the youth.
3. Recruitment, home studies and training of foster parents who will be maintained and supported by the private agency and provide care for a maximum of ninety days as Transitional Foster Homes. Agencies will be required to provide the Department with reports indicating the youth's behaviors and placement adjustment. Agencies will also be required provide a placement assessment that will be strength based and include contact with biological families as appropriate.

In order to be considered for the Provider Lists, Agencies must identify each Provider List for which they are applying. Please state the agency's experience with the provision of recruitment, training, and home study services to foster families. Please also include the agency's experience with the provision of services to the target population of adolescents. The intent of this solicitation is to provide foster care supports in adolescents' home communities. It is expected that recruitment processes for foster families will mirror the cultural mix and home school location of the youth to be served. Include a description of the services which will be provided by your agency and linkages to other community providers.

## **Requirements**

This section must describe the specific activities of the proposed program. The following points must be addressed:

Identification of partners or networks, clearly identifying the lead agency;

Identification of community resources and linkages including any subcontractors;

Copy of the agency's Child Placing License must be submitted if you are applying for the agency maintained homes, documented experience providing foster care services, and documentation of three years continuous operation of services in Rhode Island;

Description of foster parent recruitment plan including methods and techniques for reaching targeted population of resource families who mirror the cultural mix and home school location of adolescents to be served;

Commitment to cultural competence in the areas of recruitment, home study, training, and supervision. Identify the method for monitoring cultural competence;

Copy of home study format including details of the credentials of the staff that will conduct the home studies;

Description of the assessment tools that are to be utilized in child placement assessments required in transitional homes ;

Identify and submit a copy of the proposed training curriculum including details of educational level of staff who will lead the training sessions, total number of hours and setting. Highlight any specialized portions of the training that will specifically enhance the Foster Parents knowledge of the adolescent population. Include a plan of ongoing training to families;

Copy of a plan for support and maintenance of foster homes including relevant staff and their credentials;

Method of provision of 24 hour support coverage including the on-call system response time;

Description of geographical areas to be served within the state (providers may focus their services either state-wide or on selected geographical areas within the state);

### **Staffing Statement**

Include staff supervision including the frequency, issues to be addressed and staff evaluation plan.

Include educational levels for all staff including any professional licenses or special credentials possessed.

### **Submission**

Agencies need only submit one application, however they must identify each Provider List for which they are applying. Please attach a separate sheet identifying the individual areas and established linkages in the community if applicant is providing services statewide.

Application Form (Attachment I) and Signed assurances must be completed.

Program Narrative including the Agency Qualifications and program information must be submitted.



Responses **(an original plus five (5) copies )** should be mailed or hand-delivered in a sealed envelope marked “**CR-3 – Foster Family Recruitment & Training** “ to:

**By Courier:**

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855

**By Mail:**

R.I. Department of Administration  
Division of Purchases  
P.O. Box 6528  
Providence, RI 02940-6528

**This is a continual recruitment process. At the end of each month, the Division of Purchases will forward all applications received to the Department of Children, Youth, & Families for review and evaluation.**

DCYF will, after review, inform the Division of Purchases of all qualified applicants and also inform the Division of Purchases of all applicants who failed to attain the minimum qualifications score. These evaluations will be made public to all interested parties. The Division of Purchases will create, add to, and maintain this list (s) of qualified Foster Family Recruiters / Trainers.

**Responses must include the following:**

1. A completed and signed three-page *R.I.V.I.P. generated bidder certification cover form* and a completed and signed *W-9 Taxpayer Identification Form* (both forms can be downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us> )
2. A statement of experience describing the Vendors background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation

**Evaluation**

Applications will be reviewed by a panel comprised of staff from the Department of Children Youth and Families who will use the following evaluation criteria:

Description and identification of partners or networks clearly identifying the lead agency and their experience recruitment, training and home study processes; **(5 points)**

Description of foster parent recruitment plan including methods and techniques for reaching targeted population of resource families who mirror the cultural mix and home school location of adolescents to be served; **(25 points)**

Commitment to cultural competence in the areas of recruitment, home study, training, and supervision. Identify the method for monitoring cultural competence; **(10 points)**

Copy of home study format including details of the credentials of the staff that will conduct the home studies; **(5 points)**

Description and understanding of assessment tools that are to be utilized in transitional homes; **(5points)**

Identify and submit a copy of the proposed training curriculum including details of educational level of staff who will lead the training sessions, total number of hours and setting. Highlight any specialized portions of the training that will specifically enhance the Foster Parents' knowledge of the adolescent population. Include a plan for ongoing training to families; **(25 points)**

Copy of a plan for support and maintenance of foster homes including relevant staff and their credentials; **(10 points)**

Description and identification of a plan to provide 24 hour support coverage including the on-call system response time; **(10 points)**

Identification of staff supervision including the frequency, issues to be addressed and staff evaluation plan. **(5 points)**

*Respondents scoring a minimum of 70 out of 100 points will be included on the Provider List. Those agencies who do not score the minimum of 70 points may re-submit their amended applications for inclusion on the Provider Lists.*

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all proposals submitted and to waive any informalities in any vendor's proposal.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State Purchasing Agent, or his designee, who will make the final award selection (s)